

# **AMENDED VACANCY ANNOUNCEMENT**

## **VACANCY ANNOUNCEMENT**

### **COURT SERVICES AND OFFENDER SUPERVISION AGENCY**

### **PRETRIAL SERVICES AGENCY**

**Announcement Number: 05-06(MPP)**

**Opening Date: December 22, 2004**

**Closing Date: January 24, 2005**

**Area of Consideration:** Current and former Federal employees, CTAP/ICTAP eligibles, or persons eligible for non-competitive appointment under Special Hiring Authority. Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous active service may apply.

**Job Title, Series, and Grade:** Contract Specialist, GS-1102-13  
Permanent, Full-Time, Career or Career-Conditional

**Full Performance Level:** GS-13

**Salary:** \$72,108 - \$93,742 Annual

**Location:** Office of Finance and Administration  
Pretrial Services Agency (PSA)  
Washington, DC

**RELOCATION EXPENSES ARE NOT AUTHORIZED.**

#### **SUMMARY OF PRIMARY DUTIES AND RESPONSIBILITIES:**

The incumbent of this position serves as Contracting Officer. He/she:

- Manages contracting programs and processes to acquire complex and specialized services in treatment, supervision and other areas that support mission requirements.
- Works with program staff to define requirements and develop procurement objectives.
- Determines methods of contracting, oversee advertisements and solicitations and evaluation of proposals, and lead contract negotiations.

- Performs contract administration actions, including deciding or recommending incremental funding, modifications, coordination of time extensions, evaluation of contractor performance and resolution of issues, disposition of claims, termination and closeout.
- Evaluates assigned areas of the contracting program, applying performance measures and other criteria, and recommend changes to address deficiencies.
- Develops or administers interagency agreements.

### **Basic Requirements for GS-13 and above:**

#### **1. Basic Requirements:**

- A. Completion of all mandatory training prescribed by the head of the agency for progression to GS-13 or higher level contracting positions, including at least 4 years experience in contracting or related positions. At least 1 year of that experience must have been specialized experience at or equivalent to work at the next lower level of the position, and must have provided the knowledge, skills, and abilities to perform successfully the work of the position.

**AND**

- B. A four year course of study leading to a bachelor's degree, that included or was supplemented by at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

**This position has positive education requirements. Receipt of transcripts is required.**

**Note: This is not a law enforcement position.**

### **Evaluation Methods:**

Applicants will be evaluated according to the extent and quality of experience, education and training, job-related awards and supervisory appraisal of performance. If you meet the basic qualification requirements, your application/resume will be evaluated against the knowledge, skills and abilities required for this position. This evaluation determines which candidates will be referred to the selecting official for final consideration.

**To receive full consideration, applicants should address each of the knowledge, skills and abilities described below.**

### **Knowledge, Skills and Abilities Required:**

1. Knowledge of acquisition planning to develop plans for contracts involving multiple contracts, awards and phases.

2. Knowledge of contract types, methods and techniques to advise on and determine appropriate vehicles to meet PSA mission requirements.
3. Knowledge of price/cost analysis, industry cost accounting standards and accounting systems to evaluate proposals and prepare pre-negotiation positions.
4. Skill in negotiation to conduct contract negotiations for services to PSA.
5. Skill in use of automated systems for all phases of contracting.
6. Skill in written and verbal communication to advise management and work with contractors and to prepare or review documents.

### **About PSA:**

The Pretrial Services Agency (PSA) is an independent entity in the Court Services and Offender Supervision Agency in the federal executive branch of the United States government. PSA is responsible for the investigation and supervision of persons arrested and released into the community pending disposition of their cases in the D.C. Superior Court and U.S. District Court for the District of Columbia. PSA is committed to honoring the constitutional presumption of innocence and enhancing public safety. Its mission is to 1) formulate recommendations that promote the use of least restrictive nonfinancial pretrial release and 2) provide effective community supervision for defendants to ensure court appearance, promote public safety, and address social issues that contribute to crime.

### **How to Apply:**

Interested applicants should submit:

- (1) A resume or application form (Standard Form 171 or Optional Application for Federal Employment OF-612). Indicate the lowest grade you will accept and provide salary information with each position described on the application. To be considered for this position, please include a transcript of college courses.
- (2) A supplemental sheet addressing each of the knowledge, skills and abilities listed above. You should indicate demonstrated experience and education in each factor.
- (3) A copy of your most recent Notification of Personnel Action (SF-50).
- (4) A copy of your most recent performance evaluation.
- (5) A copy of your Contracting Officer's warrant.

Status applicants for promotion must have 52 weeks of service at the next lower grade. Time-in-grade requirements must be met by the close of this announcement.

If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection over other applicants for this position. Individuals who have special priority

selection rights under the Agency CTAP or the ICTAP must be well qualified for the position. To be well qualified, applicants must satisfy all qualification requirements for the vacant position and meet the mid-level of the crediting plan for all factors.

CTAP/ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice, a "Notice of Personnel Action" (SF-50) documenting separation, an agency certification that you cannot be placed after injury compensation has been terminated, an OPM notification that your disability annuity has been terminated, **OR** a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. Section 8337(h) or Section 8456.

You can apply for a non-competitive appointment if you meet the basic eligibility requirements and you are eligible for special appointment such as those authorized for the severely disabled; veterans with service-connected disabilities of 30 percent or more; returned volunteers from the Peace Corps or Vista, etc. Appropriate documentation to support this claim for eligibility will be required. Please indicate the type of special appointment you are seeking, if any, on your application and follow all other instructions for applying shown in this announcement.

**Conditions of employment:**

Male applicants born after December 31, 1959, who are at least 18 years of age must certify that they have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

All applicants are subject to a comprehensive criminal background investigation, and are required to submit to urinalysis to screen for illegal drug use prior to appointment.

All Federal employees are required to have Federal salary payments made by direct deposit to a financial institution of their choosing.

U.S. citizenship is required.

Completion of a one-year probationary period is required.

**Reasonable Accommodation:** This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

**Veterans' Employment Opportunities Act of 1998:** Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. If you are applying under this provision, please submit a copy of your DD-214.

**Submit your application package to:**

Pretrial Services Agency  
Office of Human Resources  
633 Indiana Avenue, NW—Suite 1170  
Washington, DC 20004-2903  
Or Fax to: (202) 220-5633  
Or Email to: [PSAJobs@csosa.gov](mailto:PSAJobs@csosa.gov)

If you have questions about this vacancy announcement, please call Aden Williams, (202) 220-5752.

Applications must arrive by the closing date of this announcement to receive consideration.

The Pretrial Services Agency is an equal opportunity employer. Selection for this position will be based solely on merit without regard to race, color, religion, age, gender, national origin, political affiliation, disability, sexual orientation, marital or family status or other non-merit based factors.